

Executive Headteacher Primary Job Description

Name:	
Salary range or job grade:	ISR - Leadership scale 11-15
Enhancement	£15,000 initially fixed for 2 years from commencement of post and re-awarded dependent on growth of the primary arm of the MAT
Responsible to:	Trust board and central Trust Executive team and LGB
Effective Date:	

Role and Context	
Job Purpose:	In addition to the Headteacher Job description, the post holder will be accountable for providing strategic leadership and hold overall accountability for direction, standards achieved, quality and financial health of SRPS and KPS. The post holder will also work with primary schools not within our MAT to secure Enrich Learning Trust as a potential future organisation for their school to join thus increasing the size of the MAT; and to harvest the best possible practices for our own schools.
Dimensions:	Approximately 200 school students. To deliver visionary leadership To determine and deliver raised standards, to function within a tight budget, to deliver a continuous programme to manage the development of the Academies and maximise the use of resources
Relationships:	Works closely with: <ul style="list-style-type: none"> • SLT (Head of school for each Academy KPS and SRPS) • CEO and other Trust staff • CFO and finance Team • SENDCo • Pupil Premium Coordinator • All teaching and non-teaching staff, pupils, parents, LGB and Trust Board
Other Job Information:	The post holder will be expected to fulfil the Teachers' professional standards and to carry out the professional duties as set out in the current School Teachers' Pay and Conditions Document. They are also expected to measure their performance against the latest excellence standards for Headteachers

Executive Headteacher Accountabilities	
To achieve success, the Executive Headteacher will:	
1.	Provide vision, leadership and direction; and a positive climate of distributed leadership

2.	Determine and deliver effective teaching and learning; Ensuring a continuous focus on pupils' achievements using data to monitor progress; robustly tackle any underperformance
3.	Deliver excellence, equality and high expectations of all students;
4.	Create a safe and productive learning environment that is engaging and fulfilling for all students; Translate the vision for the Academies into operational plans and objectives
5.	Determine and deliver an evaluation process for the Academy's performance and identify and deliver priorities for continuing improvement for self and others and the organisation
6.	Deploy resources to achieve the Academy's aims within the allotted budget;
7.	Carry out day-to-day management, organisation and administration; strategically manage the human, financial and physical resources
8.	Secure the commitment of the wider community.
9.	Determine and deliver a strategy to regularly and deeply engage with primary schools who are considering becoming part of a MAT either in the short, medium or longer term
10.	Determine a strategy for the growth of the primary aspect of the MAT and deliver strategies so that Enrich is seen as a MAT of choice for other schools
11.	By agreement deliver a cross MAT strategy to highlight the Executive role and positively influence the performance of all schools

Key Performance Indicators

- Attainment and progress of all pupils
- Eradication of Key Stage difference in performance by improving weaker areas
- Bring together the 2 academies to maximise the efficacy of human, financial and physical resources
- Ensuring the effective use of PIXL in each school
- Ensure the very best experience for pupils and the community measured through survey
- Ensure the school functions within its own budget

Key Competencies

Strategic direction and shaping the future

- Work with the Governing Bodies, Executive Team and other key stakeholders to ensure KPS and SRPS vision is clearly articulated, shared, understood and acted upon effectively by all;
- Work with the Governing Bodies and Executive Team to develop an approach to teaching and learning that is genuinely transformational;
- Work within the school community to translate the Academy's vision into agreed objectives that promote and sustain improvement;
- Demonstrate the Academy's values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive environment;
- Ensure that strategic planning takes account of the diversity, values and experience of KPS and SRPS and their community.
- Develop the primary arm of the Trust so that it is seen as a Trust of choice.

Managing the organisation

- Create an organisational structure that reflects the Academies values, and enables management processes to work effectively in line with legal requirements;
- Produce and implement clear, evidence-based improvement plans and policies for the development of the Academies and their facilities;

- Ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- Manage the Academies financial resources effectively and efficiently to achieve the Academies educational goals and priorities;
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the Academies vision and goals;
- Implement effective performance management processes with all staff; develop the use of cross school staff activity including a review of the line. Management of subjects
- Manage the Academies environments efficiently and effectively to ensure that they meet the needs of the curriculum and health and safety regulations;
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money;
- Uses and integrates a range of technologies effectively and efficiently to manage the Academies.

Leading learning and teaching

- Ensure that learning is at the centre of strategic planning and resource management;
- Demonstrate and articulate high expectations and set stretching targets for the whole Academy community;
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective action and follow-up;
- Maintain a consistent and continuous all-inclusive focus on students' achievement, using data and benchmarks to monitor progress in every child's learning;
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;
- Implement strategies that secure high standards of behaviour and attendance;
- Determine and implement a diverse, flexible curriculum and implement an effective assessment framework;
- Take a strategic role in the deployment of new and emerging technologies to enhance and extend the learning experience of students.
- Seize the opportunities that are offered by strategically directing the staff of the 2 school as if they were one school

Developing self and working with others

- Regularly review own practice, against the "National Standards of Excellence for Headteachers", set personal targets, and take responsibility for own personal development;
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews;
- Treat people equitably, with dignity and respect to create and maintain a positive culture across the Academies;
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation and evaluation of work;
- Acknowledge responsibilities, recognise skills and talents and celebrate the achievements of teams and individuals;
- Build a collaborative learning culture within the Academies and actively engage with other schools to build effective learning communities;
- Manage their own workload and that of others to ensure an appropriate work/life balance.

Securing accountability

- To be accountable to the Executive Team, Trust Board and Governing Bodies;
- Work with the Executive Team and Governing Bodies, providing information, objective advice and support, to enable it to meet its responsibilities;

- Promote an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review;
- Develop and present a coherent and accurate account of the Academies performance to a range of audiences, including Governors, parents and carers;
- Co-operate and work with relevant agencies to protect children and young people.

Strengthening community

- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families;
- Ensure learning experiences for students are integrated with the local and wider communities;
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development;
- Actively engage with parents and carers, community figures, businesses and other organisations to enrich the Academy and its value to the wider community;
- Co-operate and work with relevant agencies to protect children and young people.
- As part of the Wider Executive Team, collaborate with senior leaders across the MAT

General Information:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: